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Approved For Release 2001/07/28 : CIA-RDP78-03991A000500050039-9

# Office Memorandum • UNITED STATES GOVERNMENT

TO : Director of Logistics

DATE: 5 May 1955

FROM : Chief, Real Estate &amp; Construction Division

SUBJECT: Weekly Activity Report

**1. Items of Special Interest:****a. Admin. Building:**

- (1) Installation of cork tile flooring for IAC Conference Room now in progress. Major items remaining are painting and installation of drapes. Estimated completion date 15 May.
- (2) Soundproofing of DCI Conference Room completed. Work on hatch openings, window grilles, vaulting, picture framing and map mounting are scheduled and will be completed as soon as mechanics are available.
- (3) PBS has advised that it would not be feasible to relocate the flag pole in front of East to Admin. Bldg. They notified us that a steel flag pole located at the [REDACTED] is available for our use. Div. representatives will investigate the feasibility of relocating this pole in front of Admin. Bldg.

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**b. East Building:**

Work in the snack bar has been completed and it is in operation starting today.

**c. Tunnel Project:**

Painting of tunnel area started today. Grading, sodding, and seeding has been completed; trees and shrubbery have been relocated. Completion expected 10 May.

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c.

**(1) Relocation of [REDACTED] Mission:**

A policy decision is required on [REDACTED] request to have the fence around the Housing Area Eliminated since it interferes with traffic into their Housing Areas on either side.

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A cable was sent recommending that a communications engineer remain at [REDACTED] to assist in the installation of the power house at [REDACTED] as requested by our Project Engineer.

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(2) Commo:

A decision regarding the reinstatement of the emergency generator item for the Receiver Site is expected from Commo. in the near future.

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e. [REDACTED]

Bids received by A-E on 3 May appear satisfactory. Meeting with the A-E and selected bidder scheduled for 9 May.

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f. [REDACTED]

The DCI has approved this project as presented to the PRG.

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2. General:

Regulation covering the functions of the Space Maintenance & Facilities Branch has been delayed and is now scheduled for completion by 20 May.

3. Projects and Studies in Process:

a. Construction and Utilities:

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(1) [REDACTED]

[REDACTED] A compaction test is to be conducted on 9 May which will determine the extent of work necessary. OTR does not object to [REDACTED] preparing plans and specifications to cover work.

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- (b) Warehouse Bldg. repair: Work is approximately 20% complete.
- (c) Painting Contract: Work is 30% complete.
- (d) Heating Plant Repairs: Work is 50% complete.
- (e) Test Laboratory: Plans and specifications were forwarded to the C. O. to solicit bids for the work.

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(2) [REDACTED]

- (a) Extras at Laboratory, Elevator: The contractor has finally finished drilling the hole for the elevator shaft.

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OC/E plans, specifications, and cost estimate was prepared to construct 2-20' x 40' warehouses to house antenna gear and equipment. It is estimated that the cost will be about \$12,000. A letter was submitted to OC/E to approve the plans and specifications and provide the funds necessary.

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(3) Commo, [REDACTED]

Division representative returned to Headquarters with contractor's proposal for project. This bid has been analyzed and the field notified to proceed with the structural portion of the project and to renegotiate the duct-work portion based on information to be furnished by this office.

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(4) [REDACTED]

[REDACTED]  
investigated. It is recommended that the project be delayed until such time as a decision is made as to the desirability of this location.

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b. Real Estate:-

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- (1) Renewal of Lease, [REDACTED]

Certificate of Necessity signed by the DCI.  
GSA requested to execute new lease with options  
to renew.

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- (2) Lease of [REDACTED]

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Matter of moving from [REDACTED]  
to the [REDACTED] premises was discussed with TSS.  
No decision reached.

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- (3) Housing, [REDACTED]

DCI approved project for construction of two houses  
at an approximate cost of \$70,000. [REDACTED]  
[REDACTED] is being instructed to proceed with the  
construction.

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- (4) Lease of House, [REDACTED]

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Field replied to query on lease of subject house  
pending completion of construction of quarters by  
[REDACTED] Matter being further  
discussed with [REDACTED]

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- (5) Inspection of Sites for New CIA Headquarters:-

Inspection was made of four sites which were submitted  
by private property owners.

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- (6) Lease of Living Quarters, [REDACTED]

Field authorized to lease subject quarters for a staff  
employee only, at a rental of \$75. per month.

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- (7) [REDACTED]

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Field requested authority to construct new [REDACTED]  
center at a cost not to exceed \$10,000. Request being  
studied.

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- (8) Office Space, [REDACTED]

Field previously authorized to negotiate with FOA for  
use of approximately eight rooms in newly leased building.  
Field advises that an agreement has been reached for  
use of sixteen rooms at a rental of \$500. per month and

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request approval of \$5,888. for air conditioning.  
Approval of request being withheld pending reply  
from field on query of the use of the sixteen rooms.

STATSPEC

(9) Settlement of Claim on Construction Contract,

Contractor's claim for an additional \$10,000. being  
reviewed.

(10) Possible Wage Violation, Shelving Contract, [REDACTED]

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Complaint filed with the [REDACTED] on  
a possible wage violation under the subject contract.  
Matter is being investigated.

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3C - Space, Maintenance and Facilities:

- 25X1A      a. FI/STD - Commo - Air Conditioning, [REDACTED]  
Installation of cooling tower completed and now in operation.
- 25X1A      b. [REDACTED] - Space for DD/P:  
Alterations and renovations required by the IO Division, DD/P, in Wing 10 second floor are progressing favorably. Estimated completion date 23 May 1955.
- 25X1A      c. [REDACTED]  
Project substantially completed, awaiting final inspection by PBS.
- 25X1A      d. Telephone Survey:  
A physical survey of the DDP/EE area was made during this report period.
- 25X1A      e. [REDACTED] - Exterior Painting:  
Exterior painting expected to be completed by 9 May 1955.
- 25X1A      f. [REDACTED] - Motor Pool:  
Satisfactory progress now being made on alterations. Demolition work required for additional toilet facilities in progress. Carpentry work and painting to follow.
- g. Moves:  
Completed during past week:  
OCI (partial) within Tempo M Building, 29 April  
OL/PD within Quarters Eye, 4 May  
ORR (partial within Tempo M, 5 May)  
Tentative for coming week:  
OCD (partial) within Tempo M, 6 May

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Chief,  
Real Estate and Construction Division

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